

Human Resources Bulletin 99-06

Federal Employees' Group Life Insurance (FEGLI) 1999 Open Season

This is a continuation of information provided in HR Bulletin 99-05, February 1999.

Due to changes in the FEGLI Program enacted via PL 105-311, 30 Oct 98, an enrollment open season will be held by OPM from 24 April 99 through 30 June 99. New coverage available consists of multiples of Option C. Previously, this coverage on eligible family members was limited to \$5,000 for a spouse and \$2,500 for each child. Now, one can elect up to 5 multiples of these amounts. The same number of multiples must be elected for each family member.

All active employees are eligible to participate unless occupying a position exempted from FEGLI coverage by law or regulation. Annuitants cannot participate unless they are reemployed in a position in which they are eligible for coverage. Compensationers (injured individuals receiving compensation from the Office of Workers Compensation Program) insured as compensationers cannot participate. Compensationers who are still insured as employees (during the first 12 months in nonpay status) can participate in the open enrollment period on the same basis as other employees in nonpay status. Compensationers who are reemployed on a part-time basis are also eligible to participate, unless the position is excluded by law or regulation.

Employees in nonpay status may participate in the open enrollment period. However, any coverage they elect cannot become effective until they are back in pay and duty status. An exception will be made for those on leave-without-pay and entitled to continue their benefits.

To qualify in pay and duty status, a full-time employee must be in pay and duty status for 32 hours during the pay period before the coverage is to become effective. A part-time employee must be in pay and duty status for one-half of the regularly scheduled tour of duty shown on the current SF-50. An intermittent employee or one without a regularly scheduled tour of duty must be in pay and duty status for one-half of the hours customarily worked in a pay period.

Employees wishing to change coverage must complete FEGLI 99 Open Enrollment Period Election Form (RI 76-27). All coverage desired must be shown on the form, not just new coverage. Any coverage not shown on the form will be considered waived. Only employees wishing to change their coverage need complete a form. The coverage for all others will continue unchanged.

Coverage elected during the open enrollment period becomes effective the first pay period beginning on or after 23 April 2000, which follows a pay period during which the employee was in pay and duty status.

Retirement, start of compensation or death before the effective date will invalidate the open enrollment period choices.

Both a pamphlet with more information, along with the Open Enrollment Election Form, are available from the OPM FEGLI website: <http://www.opm.gov/insure/life> . Further questions may be directed to your servicing CPAC.

DoD Human Resource Management Knowledge-Based System (KBS)

The KBS is an on-line tool provided by the DoD Civilian Personnel Management Service to provide the capability to get quick answers to routine personnel management questions. Accessible within KBS is Virtual Interactive Personnel (VIP), an electronic handbook. To find VIP on the internet, go to the CPMS web page at: <http://www.cpms.osd.mil> , scroll to the Online Information Available From CPMS, and click on the CPMS Virtual Interactive Personnel Homepage. The seven VIP areas are:

- General Management Information, e.g. Workforce Management, Standards of Conduct
- Position Management and Classification
- Employee-Management Relations
- Training and Employee Development
- Equal Employment Opportunity
- Labor-Management Relations
- Staffing

Also found on VIP are links to Expert Systems. These are modules designed to provide specific advice on discharging personnel management responsibilities. Current modules are:

- Court and Annual Leave
- Service Computation Date
- Union Representation When Meeting With Employees
- Permanent Change of Station (PCS) – CONUS
- Negotiability
- Employee Status
- Paysetting
- Scale of Awards

New modules are continually under development, and are added when completed. Currently, the following are in process:

- Priority Placement Program

- Dealing with Tardiness

- Benefit Options

- FLSA (Hours of Work)

- Handling Poor Performance

The VIP site also features a topic keyword search engine to aid in quickly finding topics.

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